



CITY OF ATLANTA

Job Announcement

ACCOUNTANT Employee Benefits

STARTING SALARY: \$36,326
SALARY GRADE: 17

Applications Accepted From: August 2, 2005 until August 12, 2005

Minimum Requirements

Bachelor's degree in Accounting, Business/Public Administration or related field required; one year of professional accounting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience in employee benefits preferred.

Duties of the Job

This employee performs entry-level accounting work. Duties include verifying and reconciling account information and posting to general ledger accounts; monitoring account budget status; conducting financial analyses; completing transactional and informational reports; researching information for employee benefits staff and other internal and external customers; performing accounting duties associated with benefit vendor contracting and management; and performing other duties as assigned.

To Apply For This Position

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination for This Job Will Consist of an Evaluation of Applicant Training and Experience.

Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.